

# Documenting ICHATS in VIRTUS

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

## VIRTUS<sup>®</sup>Online

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This article is not part of your continuing training. To access your required bulletins go to the TRAINING tab.

### Epiphany: A Litany of Saints for the New Year

#### Epiphany: A Litany of Saints for the New Year

"Like the Wise Men, Christians must continue to journey closer and closer to the Lord, attentive to the signs of God's presence, untiring and courageous." —Pope Francis

As we begin the New Year, we celebrate the wonders of the Feast of the Epiphany when the light of Jesus Christ was made known and shone throughout the world. The saying goes that "Wise men and women still seek Him" and our Catholic history is filled with thousands of men and women who made great sacrifices to continue the work of the Magi to make Christ's power manifest to every corner of the world. We shall never know those men and women and what they sacrificed until we meet on the other side of glory. What we do know however, is the history of the Saints who lived among us spreading the Light of Christ wherever they went. Our January 2017 calendar celebrates the following Saints and their good works. Let us turn to them in a litany of prayer for a safe, peace-filled and blessed 2017.

**Mary, Mother of God, pray for us.** You raised Jesus in the totality of love. Protect all children from harm during the coming year.

**Saints Basil and Gregory, pray for us.** You taught and defended the Faith with courage and fortitude. May you guide all of our decisions throughout the year.

**Saint Elizabeth Ann Seton, pray for us.** You were the first American-born saint who opened the first parish Catholic school. May you inspire students to follow their loving Creator all the year through.

**Saint John Neumann, pray for us.** You served as Bishop faithfully and simply, and began the first diocesan catholic school network. May you bless all teachers with patience and fortitude throughout the school year.

**Saint Andre Bessette, pray for us.** You lived the beatitude of the pure of heart. May you inspire all those who are struggling to believe that all can be found in God.

**Saint Raymond, pray for us.** You assembled the laws of the Church and teaching of the Popes for the benefit of the faithful. May you continue to bless all those who seek guidance and counsel.

**Saint Marguerite Bourgeoys, pray for us.** Educator of the poor, comforter of those in need... May you bless the poor among us with the things they need, and us in service to them.

**Saint Hilary of Poitiers, pray for us.** Bishop and Doctor of the Church, bringing truth to all heresies. May you keep us on track throughout the year, and inspire us to be ever faithful to God's word.

**Saint Anthony of Egypt, pray for us.** Model of humility, exemplary of the first beatitude: blessed are the poor in spirit. Inspire us to always be mindful that we are nothing without God.

**Saint Fabian, pray for us.** Bishop, pope and martyr of the Church, intercede for our Church that all we do be centered on Christ.

**Saint Agnes, pray for us.** Virgin and Martyr for the Love of God, may you protect all who fall victim to the evils of others.

**Saint Vincent, pray for us.** Deacon and martyr for the Faith, may all those in the God's service be inspired by your faithful vocation.

**Saint Francis de Sales, pray for us.** You were the "gentleman Saint" who met the people where they were, and brought many closer to God by your humble example. May we aspire to be like you in all of our interactions throughout the year.



Reba Sommer  
Diocese of Lansing, MI

### What is your opinion?

Did you encounter any new Saints here that you don't normally ask for intercession?

- Yes—and I can't wait to ask for their intercession!
- Somewhat
- Not really, I'm familiar with all of them

Submit Vote!

### Last Week's Poll

Have you ever thought about how you could tangibly provide support to the victims in your community?

No, it's never crossed my mind before until now	49.01%
I've thought about the survivors, but never realized I could help in a tangible way	13.60%
Sometimes, but I haven't actually gotten past the thinking stage!	19.55%
Yes, I regularly try to provide support to survivors in various ways	17.85%

Total Votes: 706

Office of Child and Youth ... VIRTUS Online

https://www.virtusonline.org/csa/index.cfm?tab=9

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Reba Sommer  
Diocese of Lansing, MI

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## VIRTUS Online Administration

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- Compliance Audit—Required Documents
- Master Report—Local level, Report to screen
- Master Report—Downloadable Spreadsheet

Session Information

Upcoming PGC-A sessions	2
Sessions completed in 2016	50
Sessions completed in 2015	53
Sessions completed in 2014	64
Sessions completed in 2013	71
Sessions completed in 2012	78
Sessions completed in 2011	81
Sessions completed in 2010	101
Sessions completed in 2009	119
Sessions completed in 2008	100
Sessions completed in 2007	86
Sessions completed in 2006	66
Sessions completed in 2005	67
Sessions completed in 2004	68
Sessions completed in 2003	63

System Messages

There are no system messages at this time.

User Search

Enter a piece of information about the user:

(user id, first, last, email)

This screen may look slightly different than your screen.

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https://www.virtusonline.org/csa/user\_search.cfm

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## User Search

Enter a piece of information about the user:  
(user id, first, last, email)

Enter last, first name, user id or email address

Show inactive users:

Click here

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Make sure there is a  in Show inactive users.

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## Administration

Reba Sommer

Diocese of Lansing, MI

### System Administration

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### Sommer, Reba

- General
- Contact Info
- Background Check
- Required Documents
- Training

Click here

User ID: rebasommer

Password: ●●●●

Salutation: Mrs.

First Name: Reba

Middle Name: F

Last Name: Sommer

Email: rsommer@dioceseoflansing.org [Email account info](#)

Primary Location: DOL Central Services (Lansing)

Additional Locations: [Click to add or remove locations...](#)

- Roles:
- Administrator
  - Employee (Diocesan/Eparchial) ✓
  - Facilitator
  - Volunteer
- [Click to add or remove roles...](#)

✓ = primary role as defined by USCCB

Title or Diocesan Function: Safe Environment Coordinator/Human Resou

External (diocese) ID:

Group: Diocesan Central Services

Contact w/ Minors?: Yes

Supervisor or Manager?: No

Profile: Administrator [Click to show profile details](#)

Continuing Training: Required to complete continuing training using VIRTUS Online: monthly bulletins

Account status: Active

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**Administration** Reba Sommer  
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**Sommer, Reba**  
General | Contact Info | **background Check** | Required Documents | Training

**Background Screening**

There are no background checks on record for this user.

**Record a background check for this user**

Click here

Fill in maiden or aliases names. This will help identify someone if they have a more common name.

**Background Check Information**

List any aliases, maiden names, or previous marriage names.

	first name	last name
Alias 1	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>

Be sure to save.

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https://www.virtusonline.org/csa/Edit\_User\_bgcheck\_edit.cfm?user\_id=4334185&org\_menu=screening&bgonline=0

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**Sommer, Reba**

General Contact Info Background Check Required Documents Training

## Add Background Check

Type: -- Select --

Date: -- Select --

Name Submitted: Diocese of Lansing: CBC MSP/FBI w/fingerprinting  
Diocese of Lansing: Michigan DHS Central Registry  
**Diocese of Lansing: MSP ICHAT**

Run By: Selection: Combined

Results Location: Selection (manual): Combined  
Selection (manual): Volunteer,Volunteer w/ Minor Contact,Employee  
Trak1: Basic  
Trak1: Basic + MVR  
Trak1: Equifax Credit Report  
Trak1: Integration Testing Package

Comments:

Complete:  YES  
 NO  
 PENDING

Save Cancel

Click for drop down.

You will always select ICHAT.

10:39 AM  
1/4/2017

Some of the options listed are used when running a more comprehensive background (by CYP) or other options are now obsolete but must remain on file.

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https://www.virtusonline.org/csa/EditUser\_bgcheck\_edit.cfm?user\_id=4334185&org\_menu=screening&bgonline=0

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## Administration

### Sommer, Reba

General Contact Info Background Check Required Documents Training

### Add Background Check

Type: Diocese of Lansing: MSP ICHAT **Click calendar**

Date: 01/04/2017 **Click calendar**

Name Submitted: Reba Sommer **Manually enter your name**

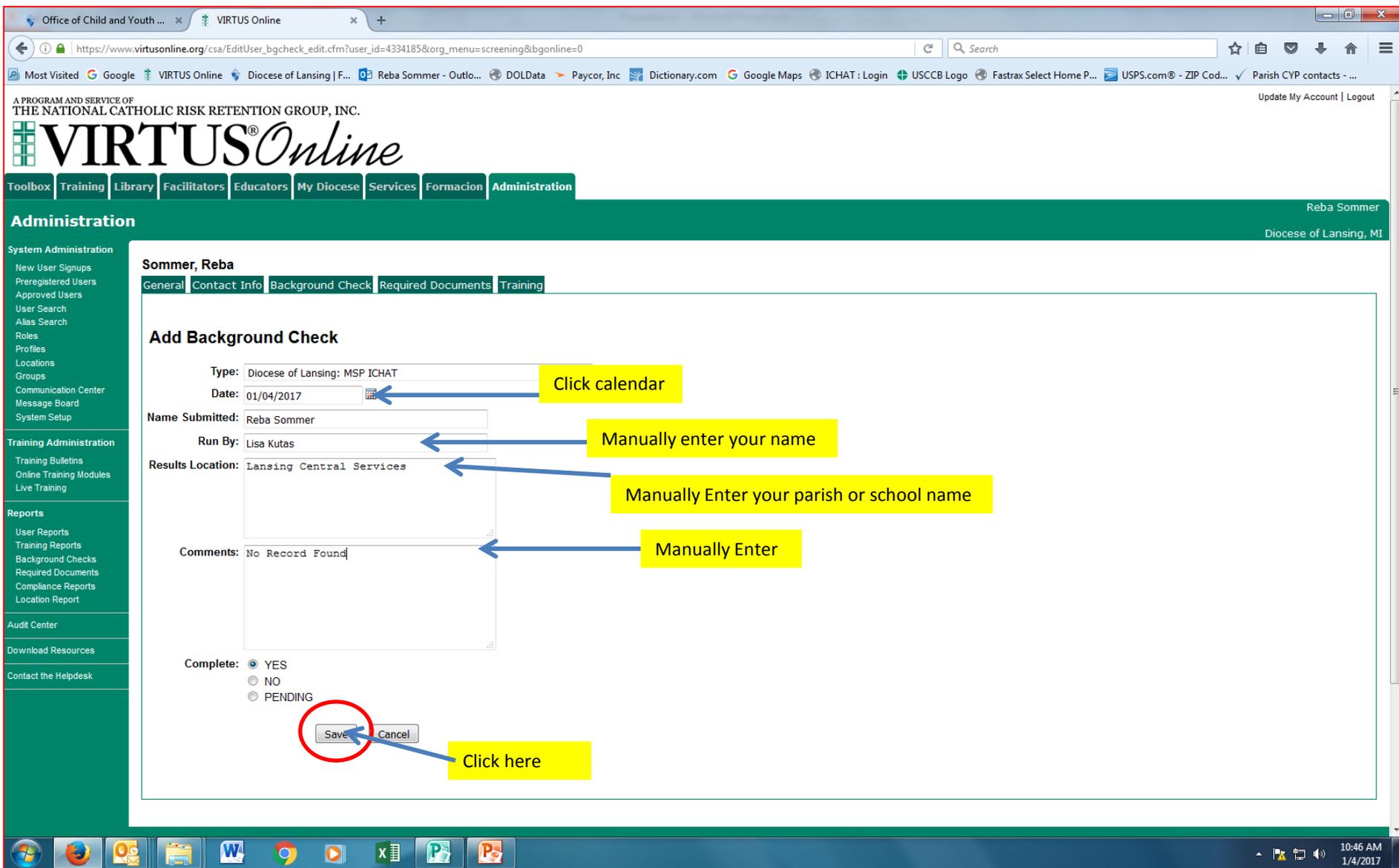
Run By: Lisa Kutas **Manually enter your name**

Results Location: Lansing Central Services **Manually Enter your parish or school name**

Comments: No Record Found **Manually Enter**

Complete:  YES  
 NO  
 PENDING

**Save** **Cancel** **Click here**



If a background comes back with a criminal record, please call the Safe Environment Office immediately.

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Sommer, Reba

- General
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Background Screening

Date	Type & Provider	Name Submitted	Run By	Report Location	Comments	Complete	Edit
08/31/2015	Basic Trakt	Reba Fay Sommer	Lorraine Rogge			Yes	

Record a background check for this user

**Background Check Information**

List any aliases, maiden names, or previous marriage names.

	first name	last name
Alias 1	<input type="text" value="Reba"/>	<input type="text" value="Moyers"/>
Alias 2	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>

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This is what your screen will look like after saving the information. The information differs on this screen but this is to give you a visual of what your documentation will look like.